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Public Affairs

CIVILIAN ORIENTATION TOURS AND VISITS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction provides policy for conducting civilian tours and visits of McChord AFB WA and outlines responsibilities and procedures. This instruction applies to all personnel and activities assigned or attached to McChord AFB.

1. General. As outlined in AFI 35-201, Community Relations, a basic function of the 62d Airlift Wing (62 AW) Public Affairs Office is the maintenance of good community relations with the local public. An important facet of this function is conducting base tours for interested civilian groups. To service all valid requests, a consistent program must be established whereby requests can be approved, scheduled and coordinated with appropriate agencies.

1.1. Visitors must be physically capable of climbing aboard aircraft and up stairs (no wheelchairs, crutches, and so forth). The minimum age group is fifth grade or 10 years of age. Large groups such as schools, churches, organizations, etc., must provide one adult escort for every 20 children. No children under 18 years of age may tour without an adult. Group size will be 20-40 people. Groups with fewer than 20 people or greater than 40 people will be given tours only under special circumstances as determined by the 62 AW Public Affairs Office.

1.2. The 62 AW Public Affairs Office will schedule and tailor tours to those areas/functions that best appeal to the particular group and for most efficient use of available time. In the event of a base-wide exercise or mission requirement, the tour will be canceled and efforts will be made to reschedule the tour for a later date. Special groups such as ROTC, Civil Air Patrol (CAP) and Canadian cadets are encouraged to visit the base on weekdays. However, special consideration will be given to these groups.

1.3. For special occasions having distinguished visitors, the 62 AW Public Affairs Office will coordinate tours of the C-141 and C-130 simulators with the respective simulator facility manager. Tours will be scheduled so as not to interfere with mission requirements. Tour groups, not to exceed 10 peo-

ple, will be limited to Air Force ROTC seniors and other persons the 62d Airlift Wing Commander may authorize on a case-by-case basis. Airlift Training Division approved training time.

1.4. The 62 AW Public Affairs office will coordinate tours and notify the commander and staff agencies to be visited or tasked to provide support. The Public Affairs Office will submit to the 62d Security Police Squadron a base entry request letter containing the names of visitors for authentication.

1.5. Static displays and briefers will be scheduled through 62 OSS Airlift Operations (62 OSS/OSO) and will be tasked in the monthly Wing Operations Plan. Airlift Operations remains the point of contact for scheduling aircrew briefers. The tour director should confirm assignment of briefers two working days prior to the scheduled tour. Add-on static displays require 48 hours notice to Airlift Operations.

1.6. Tour groups will normally provide their own transportation, however, on a case-by-case basis to be determined by the Public Affairs Officer, the 62d Transportation Squadron (62 TRNS) will provide bus transportation for scheduled tours. The 62 AW Public Affairs Office will coordinate with 62 TRNS Vehicle Operations Office (LGTO) prior to scheduling tours to ensure availability of transportation, and will send a request for transportation to 62 TRNS/LGTO for on-base tours requiring support.

1.7. Only ROTC, Civil Air Patrol, Canadian cadets, delayed enlistees or scouting groups may be authorized government messing if the dining facility can handle the additional personnel. Requests for government messing will be submitted to the 62d Services Squadron. The 62d Support Group Commander will have the final authority to approve the use of the dining facility. Appropriate rates will apply.

2. Policy. The 62 AW Public Affairs Office and the Public Affairs Officer are responsible for all base tours and have approval authority for tour groups visiting McChord AFB. Scout tours require prior coordination with the Base Scout Liaison Officer. Tours without prior coordination and approval by the Public Affairs Office, are not authorized.

2.1. The 446th Airlift Wing Public Affairs Officer is responsible for all tours of 446 AW facilities. Tours of 446 AW facilities will be coordinated with the 446 AW Public Affairs Office in advance.

2.2. Civil Air Patrol tours must be coordinated through the USAF CAP Liaison Officer prior to confirmation with the 62 AW Public Affairs Office.

2.3. A 62 AW Public Affairs representative or a person designated by the 62 AW Public Affairs Officer will escort all tour groups.

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